



Please read important information below before submitting your registration

- Before registering for the exam, please contact your state board to learn how to become approved to test. Before NBCC can register you, we require confirmation of approval from Continental Testing Services.
- Candidates must then register with Continental Testing Services (CTS) and pay their fee of \$98.50. (www.continentaltesting.net or 800-359-1313) You must also receive approval from CTS before you can test. CTS will notify NBCC of all eligible candidates.
- Registrations are first received by our Accounting Department and forwarded to the Assessment Department after your fee has been processed. To confirm when your fee has been processed, please check with your financial institution.
- **The registration processing time is four weeks from the time your payment is processed.** Once registered you will be notified by email and postcard. Once registered, your exam fee is good for six months. Please note that many states impose their own eligibility deadlines that may be less than the six months NBCC offers.
- If you would like to check on the status of your registration, email examinations@nbcc.org with your state in the subject line.
- Special accommodation requests should be submitted to your state board for approval. The state board will notify NBCC once the request has been approved.
- Failure to contact your state board regarding special accommodation approval can delay the processing time. If your special accommodation approval is received after you are registered, this does not extend your six month eligibility time.
- A candidate may reschedule an examination appointment at no charge **one time** by calling AMP at 888-519-9901 at least two to three business days prior to the scheduled testing session. Please note, your rescheduled exam date must fall within your original 6 month eligibility period.
- Confirmation of your test date will come from AMP by email. You will not be sent an admission letter from NBCC. To verify your test date, contact AMP.
- Please do not contact AMP to schedule a test date until you have received confirmation from NBCC.
- **Your scores are automatically sent to your state board approximately four weeks after the last day of the testing week. Please check with your state board before requesting a score verification.**

It is the candidate's responsibility to ensure that all registration materials are received by NBCC.

If you are unsure of any piece of the registration process, please email NBCC at examinations@nbcc.org before submitting any registration materials or documentation.

**National Counselor Examination (NCE)
National Clinical Mental Health Counseling Examination (NCMHCE)
State Specific Insert
for Illinois Licensure Candidates**

****This is a supplement to the NCE/NCMHCE Combo Candidate Handbook. You can download the handbook from the NBCC Web site at www.nbcc.org/stateboardmap****

CONTACT INFORMATION

All questions and requests for information about Illinois licensure should be directed to:

Illinois Dept. of Financial & Professional Regulation
Division of Professional Regulation
320 W Washington St 3rd Floor
Springfield, IL 62786
Phone: 217-782-8556
Fax: 217-782-7645
Web site: www.idfpr.com

All questions and requests for information about the Illinois licensure examination program should be directed to:

NBCC Assessment Dept.
3 Terrace Way
Greensboro, NC 27403
Phone: 336-547-0607
Web site: www.nbcc.org/stateboardmap

ELIGIBILITY REQUIREMENTS

Candidates must receive approval from the Illinois Department of Financial & Professional Regulation before testing. Once approved, candidates will receive an approval letter from the Illinois Board. Candidates must also register with Continental Testing Services (CTS) and receive approval from them before testing. (www.continentaltesting.net / 800-359-1313)
If a registration form is submitted to NBCC and the candidate is not approved by the Illinois Board; the fee is non-refundable. (Fees are subject to change.)

REGISTRATION DEADLINES

Candidates will need to allow 4 weeks processing time from the time your fee clears. Candidates can submit registration materials described above at any time after being approved by the Illinois Board but be aware that space is limited. The fees are good for 6 months. **(To check the status of your registration, please send an email to examinations@nbcc.org with your state in the subject line as phone calls delay the processing time.)**

TESTING SCHEDULE

Testing is the first two full weeks of each month, Monday thru Saturday at 9:00am and 1:30pm, with four hours allowed for the exam. However, only certain sites offer Saturday testing; candidates should contact AMP for particular locations and dates. Candidates are scheduled on a first-come, first-served basis. There are twelve testing locations in Illinois, however, a candidate may test at any of the over 170 AMP assessment centers across the U.S. The twelve sites in Illinois are Buffalo Grove, Carbondale, Chicago (2 locations), Franklin Park, Glen Ellyn, Libertyville, Matteson, Naperville, Rockford, Springfield, and Urbana.

Examination schedule for 2010:

❖	January '10	01/04 – 01/09
❖	February '10	02/08 – 02/13
❖	March '10	03/01 – 03/06
❖	April '10	04/05 – 04/10
❖	May '10	05/03 – 05/08
❖	June '10	06/07 – 06/12
❖	July '10	07/06 – 07/17
❖	August '10	08/02 – 08/14
❖	September '10	09/13 – 09/25
❖	October '10	10/04 – 10/16
❖	November '10	11/01 – 11/13
❖	December '10	12/06 – 12/18

Exam dates should be scheduled by the candidate through AMP's Web site or by calling AMP's toll-free customer service line **after receiving confirmation from NBCC.** .

AMP Phone number: 888-519-9901
AMP Web site: www.goAMP.com

RE-REGISTRATION

Candidates who fail the exam must wait at least 3 months from their test date before they can retest. The actual retest date will depend on the monthly testing schedule and site availability. In order to re-register, candidates will need to send a new registration form and examination fee (\$185) to NBCC and \$98.50 to Continental Testing Services (www.continentaltesting.net) for retest approval. Candidates may obtain another registration form from the NBCC web site at www.nbcc.org/stateboardmap.

SPECIAL ACCOMMODATIONS

Candidates who need special accommodations should contact CTS for approval. NBCC must receive approval confirmation from CTS before notifying AMP of the accommodations. Candidates testing with approved special accommodations should schedule their test via the toll-free number to ensure their accommodations are confirmed.

AFTER PASSING THE EXAM

Once a candidate has successfully passed the NCE or NCMHCE, the candidate will receive a written official score report by mail from CTS.

IMPORTANT INFORMATION FOR ILLINOIS CANDIDATES

- 1) Candidates must receive approval to test from the Illinois Board.
 - 2) Candidates must then register with Continental Testing Services (CTS) and pay their fee of \$98.50. (www.continentaltesting.net or 800-359-1313) You must also receive approval from CTS before you can test. CTS will notify NBCC of all eligible candidates.
 - 3) Lastly, candidates need to submit the completed Illinois Licensure Examination Registration Form to NBCC along with the exam fee of \$185. Registrations take 4 weeks processing time from the time your fee clears.
 - 4) Once the registration form has been processed, candidates are notified by email (if applicable) and postcard of when they can contact AMP (Applied Measurement Professionals – the testing company) to schedule a test date. Therefore, it is important that you maintain a current email address with NBCC. The phone number and web address for AMP is included in the confirmations.
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- ❖ If you are absent, fail an exam or your money expires, you will need to register with NBCC and CTS each time before being allowed to test again. If you have a question about your ending eligibility deadline, you may contact the NBCC Assessment Department at 336-547-0607 or examinations@nbcc.org **in a timely manner**.
 - ❖ Please be sure to print and read the State Specific Insert and the NCE/NCMHCE Candidate Handbook for important information about the testing process. You can find these documents on our web site at www.nbcc.org/stateboardmap and click on the state of Illinois. If you do not have internet access, you may request that these documents be sent to you by mail.